

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **DEPUTY DIRECTOR OF REAL PROPERTY TAX SERVICES I**

Jurisdictional Class:	Competitive
Date Adopted:	Unknown
Date Revised:	4/3/02
Jurisdictions:	County
Union Status:	CSEA
Pay Grade:	18

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position assisting the Director of Real Property Tax Services I in the administration, supervision and operation of the Real Property Tax Services Agency. Work involves responsibility for providing accurate, timely information and advice on real property appraisal, equalization and assessment. Work is performed under the supervision of the Director in accordance with policies established by the county legislature and the State Board of Equalization and Assessment. Supervision is exercised over all employees in the tax map, appraisal and general tax service units. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs the preparation and maintenance of tax maps and provides copies to assessors;
May supervise the preparation of real property transfer reports required by the State Board of Equalization and Assessment;
Advises assessors on the preparation and maintenance of assessment rolls, property record cards and other records necessary to professional real property assessments;
Provides advice with respect to the apportionment of special franchise assessments;
Develops and provides information for electronic data processing related to real property tax services;
Provides support to town governments for installation and use of software applications as related to State Real Property Tax Systems;
On request of appropriate assessing jurisdiction provides advisory appraisals on moderately complex taxable properties;
Assists in the coordination of county-wide revaluation program;
Develops and supervises the maintenance of a variety of records and statistical data for control and reporting purposes;
Prepares annual and special reports as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of modern principles, practices and theory of real property valuation and assessment; good knowledge of real property tax law and judicial and administrative determinations governing valuation of real property for taxation purposes; good knowledge of the principles and practices of supervision; working knowledge of deeds and other property valuation records; ability to establish and maintain effective relationships with the public, assessors and municipal officials; ability to effectively utilize and explain the use of tax maps and other valuation tools; integrity; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS:

(Minimum requirements established by State Board of Equalization and Assessment)

(A) Graduation from high school or possession of a high school equivalency diploma; **AND**

Last Reviewed: 4/03/02
Last Updated: 04/03/02
Reviewed By: n/a
Last Reallocated: n/a

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- (1) Three (3) years of full-time paid experience in the valuation of real property; **OR**
- (2) Three (3) years of full-time paid experience in an occupation providing a good knowledge of real property values and of the principles and methods relating to the assessment of real property for tax purposes; **OR**
- (3) Graduation from a regionally accredited or New York State registered four (4) year college and one (1) year of the foregoing experience; **OR**

(B) An equivalent combination of training and experience as defined by the limits of (1), (2) and (3).

NOTE: Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.

NOTE: Deputy Director of Real Property Tax Services I must complete a basic course of training prescribed by the State Board of Real Property Services within three years of permanent appointment to the position, pursuant to §188-2.6 of the “Rules for Real Property Tax Administration”.